

Message Text

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SSM:LPENDELTON (IN DRAFT)
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E.O. 11652: DECONTROL 9/12/78

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
REQUIREMENTS

REF: STATE 188243

NOTE PARTICULARLY PARAGRAPHS 8 AND 23.

THE FOLLOWING ARE REVISED SECRETARIAT STAFF AND ADMINIS-
TRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF THE SECRE-
TARY'S FORTHCOMING VISIT. PLEASE NOTE THAT THESE CONTAIN
A NUMBER OF CHANGES FROM PREVIOUS INSTRUCTIONS WHICH THE
EMBASSY IS REQUESTED TO EXERCISE CARE IN IDENTIFYING AND
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PLAN ACCORDINGLY. LOCAL CONDITIONS AND LENGTH OF STOP MAY
NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS IMPOR-
TANT THAT WE BE TOLD WHAT THEY ARE.

1. THE FOLLOWING DEFINITIONS ARE OFFERED FOR CLARIFI-
CATION:

A. SPECIAL ASSISTANT(S)' OFFICE - THIS IS THE OFFICE
DIRECTLY SERVING THE SECRETARY CONSISTING USUALLY OF ONE
OR TWO SPECIAL ASSISTANT(S) AND TWO SECRETARIES ALL OF

WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, EACH COMPOSED OF ONE OFFICER AND ONE SECRETARY.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS RESPONSIBLE FOR ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT AND IS HEADED BY THE TRIP ADMINISTRATIVE OFFICER WHO TRAVELS ABOARD THE SECRETARY'S AIRCRAFT.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

2. SECRETARIAT PERSONNEL: TWO TEAMS OF SECRETARIAT PERSONNEL WILL ACCOMPANY THE SECRETARY ON HIS PLANE. THIS IS A CHANGE FROM OUR PREVIOUS PRACTICE, WHICH OFTEN INVOLVED THE SENDING OF ONE OR MORE S/S ADVANCE TEAMS TO POSTS ON THE SECRETARY'S ROUTE.
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3. EMBASSY SUPPORT ROLE: POSTS ON THE SECRETARY'S ITINERARY WILL BE RESPONSIBLE FOR SETTING UP OFFICES FOR THE SECRETARY, S/S AND SENIOR STAFF, AS WELL AS PROVIDING FULL ADMINISTRATIVE, LOGISTICAL AND COMMUNICATIONS BACK-UP FOR THE VISIT, ESTABLISHING COURIER AND DUTY SECRETARY SCHEDULES, MAKING ADVANCE APPOINTMENTS FOR THE SECRETARY AND OTHER SENIOR MEMBERS OF HIS PARTY, AS WELL AS UNDERTAKING A VARIETY OF OTHER RESPONSIBILITIES WHICH WERE FORMERLY HANDLED BY THE S/S ADVANCE AND PLANE TEAMS.

4. OF PARTICULAR IMPORTANCE IS THE SELECTION OF TWO MIDDLE-GRADE, SUBSTANTIVE OFFICERS TO MAN THE S/S OFFICE ON A FULL-TIME, 24-HOUR A DAY BASIS. THESE INDIVIDUALS EACH OF WHOM SHOULD HAVE A GOOD GRASP OF BOTH EMBASSY AND HOST GOVERNMENT PROCEDURES, MUST BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT. ONE OF THESE INDIVIDUALS MUST BE ON DUTY AT ALL TIMES, TO PERFORM LIAISON FUNCTIONS FOR S/S AND THE SECRETARY'S PARTY. THE TWO INDIVIDUALS SELECTED MUST BE PREPARED TO BE FULLY EMPLOYED FOR THE ENTIRE TWELVE HOURS OF THEIR PERIODS OF DUTY, DURING EACH DAY OF THE SECRETARY'S VISIT.

5. SPECIFIC, DETAILED GUIDANCE ON SCHEDULE AND SCENARIO PREPARATION, FUNDING, PRESS ARRANGEMENTS, SECURITY AND

COMMUNICATIONS WILL FOLLOW BY SEPTTEL.

6. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF ABOUT FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS TWENTY-MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

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7. ENTRY/EXIT FORMALITIES

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW, AS WELL AS FOR ADVANCE SY PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

8. OFFICE SPACE/SLEEPING ACCOMMODATIONS

PER REFTTEL PARAGRAPH 2, SINCE THE SECRETARY'S SCHEDULE FOR THE NIGHTS OF AUGUST 9, 10 AND 11 ARE ENTIRELY FLEXIBLE, HOTEL ARRANGEMENTS IN BOTH CAIRO AND JERUSALEM SHOULD BE MAINTAINED FOR THE DURATION OF THE MEETINGS. (I.E. JERUSALEM AUGUST 5 - 11; CAIRO AUGUST 7 - 11)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND EIGHT OR NINE (8-9) DOUBLE ROOMS TO BE USED AS OFFICES. THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL.

ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE

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WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

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A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANT(S)' BEDROOMS: ONE OR TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE.

B. SUPPORT OFFICES:

(1) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF ONE OR TWO OFFICERS AND TWO SECRETARIES. MINIMUM REQUIREMENTS:

- THREE DESKS OR WORKING TABLES

- TWO TYPEWRITERS AND TYPEWRITER STANDS

- DESK LAMPS

- OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(2) SECRETARIAT STAFF (S/S): A TOTAL OF TWO (2) CONNECTING DOUBLE ROOMS (OR THREE IF ROOMS ARE SMALL) CONVERTED INTO OFFICES.

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- DESK LAMPS

- TWO BEST AVAILABLE COPIERS (24-HOUR SERVICE)
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- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(3) SENIOR STAFF OFFICE: ONE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES, FOUR TO SIX CHAIRS, SEVERAL TYPEWRITERS, OFFICE SUPPLIES, ETC.

(4) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANT(S)' OFFICE.

(5) HOLDING ROOM: ONE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

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(6) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/

RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND

SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

(7) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS OR HOTEL CONFERENCE ROOM ETC. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

9. DESIRED ROOM/OFFICE CONFIGURATION

THIS IS IMPORTANT.

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THE PREFERRED CONFIGURATION IS TO SET UP THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, THE SPECIAL ASSISTANT(S)' BEDROOM(S) ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM FOLLOWED BY THE SY COMMAND POST.

IN ONE CONTIGUOUS GROUPING SHOULD BE THE SPECIAL ASSISTANT(S)' OFFICE, THE SECRETARIAT OFFICE AND SENIOR STAFF OFFICE.

10. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR S/S; (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

11. GROUND TRANSPORTATION

THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY

THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION
OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

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ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE
VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE
FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE
RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE:
IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSIS-
TANT(S)' CAR IS TO BE SPOTTED AS THE FIRST REPEAT FIRST
NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT
15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-
BUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR
TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY
AND SPECIAL ASSISTANT(S) WILL RESIDE IN GUEST QUARTERS
SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE
WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH
ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE
PARTY.

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SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST
PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS
KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY
WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE
PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED
ON ROUTES BEFORE ARRIVAL OF THE PARTY.

12. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANT(S). (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

13. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE FOR THE AREA COMPRISED OF THE SPECIAL ASSISTANT(S)', S/S AND SENIOR STAFF OFFICES. IF THE SPECIAL ASSISTANT(S)' OFFICE IS LOCATED LIMITED OFFICIAL USE
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SEPARATE FROM THE OTHER OFFICES (I.E. GUEST QUARTERS ETC.) A SECOND MSG POST WILL BE NECESSARY.

UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

14. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 12.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE

SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARD-
ING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER
ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED
BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE
RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND
PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

F. UPON ARRIVAL AND UPON DEPARTURE, POSTS SHOULD HAVE
SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND
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AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSI-
FIED.

15. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF
LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE
OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR
RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM
621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT
OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT
AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR
SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT
EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL
CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

16. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES
WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR,
BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE
CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY.
ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT
ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT
AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE
NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF
THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH
OTHER. TWO VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE
USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS
SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH
COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL
CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN
THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD
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LOCATION, I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

17. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

18. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

19. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

20. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM CORRECTING SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, LIMITED OFFICIAL USE
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STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMORANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

21. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY

HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

22. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVER-
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AGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICERS ACCOMPANYING THE PARTY ARE MARY K. W. MAJORS AND WILLIAM E. SIMS. THEY SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. THE POST IS REQUESTED TO REPORT BACK TO S/S-EX ON OFFICE SET-UP AND OTHER REQUIREMENTS AS SOON AS POSSIBLE.

23. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. DUE TO THE LIMITED FACILITIES AT SFM IT IS REQUESTED THAT BOTH TEL AVIV AND CAIRO WORK CLOSELY WITH SFM IN PREPARING FOR VISIT, DECIDING MAKE-UP AND SPECIAL REQUIREMENTS OF RESPECTIVE DELEGATIONS AND ASSIST IN COORDINATION WITH UNEF FOR BUFFER ZONE VISIT.

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D. EMBASSY TEL AVIV IS SPECIFICALLY REQUESTED TO ASSIST IN THE FOLLOWING:

(1) LOCATING AND/OR FABRICATING AND TRANSPORTING TO SFM A ROUND CONFERENCE TABLE TO ACCOMMODATE 12-14 PERSONS. THIS CAN BE OF SIMPLE BUT STURDY PLYWOOD CONSTRUCTION, IN TWO SECTIONS COVERED WITH FELT.

(2) RENTAL AND TRANSPORT OF XEROX OR SIMILAR REPRODUCTION EQUIPMENT. COORDINATE CLOSELY WITH SFM ON VOLTAGE AND CYCLE REQUIREMENTS. SFM OPERATES PRIMARILY ON

110V-60 CYCLES BUT MAY HAVE FACILITY FOR 220V IN COM CENTER.

(3) COORDINATE WITH ISRAELI DELEGATION AND ARRANGE FOR PREPARATION OF KOSHER MEALS IF REQUIRED AT SFM.

(4) ASSIST WITH SFM TRANSPORTATION AS REQUIRED. CHRISTOPHER

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TO AMEMBASSY TEL AVIV NIACT IMMEDIATE

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FOLLOWING REPEAT STATE 188775 ACTION CAIRO JERUSALEM
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3. EMBASSY SUPPORT ROLE: POSTS ON THE SECRETARY'S ITINERARY WILL BE RESPONSIBLE FOR SETTING UP OFFICES FOR THE SECRETARY, S/S AND SENIOR STAFF, AS WELL AS PROVIDING FULL ADMINISTRATIVE, LOGISTICAL AND COMMUNICATIONS BACK-UP FOR THE VISIT, ESTABLISHING COURIER AND DUTY SECRETARY SCHEDULES, MAKING ADVANCE APPOINTMENTS FOR THE SECRETARY AND OTHER SENIOR MEMBERS OF HIS PARTY, AS WELL AS UNDERTAKING A VARIETY OF OTHER RESPONSIBILITIES WHICH WERE FORMERLY HANDLED BY THE S/S ADVANCE AND PLANE TEAMS.

4. OF PARTICULAR IMPORTANCE IS THE SELECTION OF TWO MIDDLE-GRADE, SUBSTANTIVE OFFICERS TO MAN THE S/S OFFICE ON A FULL-TIME, 24-HOUR A DAY BASIS. THESE INDIVIDUALS EACH OF WHOM SHOULD HAVE A GOOD GRASP OF BOTH EMBASSY AND HOST GOVERNMENT PROCEDURES, MUST BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT. ONE OF THESE INDIVIDUALS MUST BE ON DUTY AT ALL TIMES, TO PERFORM LIAISON FUNCTIONS FOR S/S AND THE SECRETARY'S PARTY. THE TWO INDIVIDUALS SELECTED MUST BE PREPARED TO BE FULLY EMPLOYED FOR THE ENTIRE TWELVE HOURS OF THEIR PERIODS OF DUTY, DURING EACH DAY OF THE SECRETARY'S VISIT.

5. SPECIFIC, DETAILED GUIDANCE ON SCHEDULE AND SCENARIO PREPARATION, FUNDING, PRESS ARRANGEMENTS, SECURITY AND COMMUNICATIONS WILL FOLLOW BY SEPTEL.

6. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF ABOUT FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS TWENTY-MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

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7. ENTRY/EXIT FORMALITIES

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW, AS WELL AS FOR ADVANCE SY PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

8. OFFICE SPACE/SLEEPING ACCOMMODATIONS

PER REFTEL PARAGRAPH 2, SINCE THE SECRETARY'S SCHEDULE FOR THE NIGHTS OF AUGUST 9, 10 AND 11 ARE ENTIRELY FLEXIBLE, HOTEL ARRANGEMENTS IN BOTH CAIRO AND JERUSALEM SHOULD BE MAINTAINED FOR THE DURATION OF THE MEETINGS. (I.E. JERUSALEM AUGUST 5 - 11; CAIRO AUGUST 7 - 11)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND EIGHT OR NINE (8-9) DOUBLE ROOMS TO BE USED AS OFFICES. THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL.

ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

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A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANT(S)' BEDROOMS: ONE OR TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE.

B. SUPPORT OFFICES:

(1) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF ONE OR TWO OFFICERS AND TWO SECRETARIES.

MINIMUM REQUIREMENTS:

- THREE DESKS OR WORKING TABLES

- TWO TYPEWRITERS AND TYPEWRITER STANDS

- DESK LAMPS

- OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(2) SECRETARIAT STAFF (S/S): A TOTAL OF TWO (2) CONNECT-
ING DOUBLE ROOMS (OR THREE IF ROOMS ARE SMALL) CONVERTED
INTO OFFICES.

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- DESK LAMPS

- TWO BEST AVAILABLE COPIERS (24-HOUR SERVICE)

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- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 20
FOR SPECIFICS)

(3) SENIOR STAFF OFFICE: ONE ROOM CONVERTED TO AN
OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH
DESKS OR WORK TABLES, FOUR TO SIX CHAIRS, SEVERAL
TYPEWRITERS, OFFICE SUPPLIES, ETC.

(4) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE
VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSIST-
ANT(S)' OFFICE.

(5) HOLDING ROOM: ONE ROOM CONVERTED AND FURNISHED TO
SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

- -

(6) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/
RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN
AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE
SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND
SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR
FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS
AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

(7) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS OR
HOTEL CONFERENCE ROOM ETC. SEE SEPTTEL ON PRESS ARRANGE-
MENTS FOR SPECIAL REQUIREMENTS.

9. DESIRED ROOM/OFFICE CONFIGURATION

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS TO SET UP THE SECRETARY'S
SUITE AT THE END OF A CORRIDOR, THE SPECIAL ASSISTANT(S)'
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BEDROOM(S) ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM FOLLOWED BY THE SY COMMAND POST.

IN ONE CONTIGUOUS GROUPING SHOULD BE THE SPECIAL ASSISTANT(S)' OFFICE, THE SECRETARIAT OFFICE AND SENIOR STAFF OFFICE.

10. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR S/S; (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

11. GROUND TRANSPORTATION

THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE LIMITED OFFICIAL USE
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FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANT(S)' CAR IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANT(S) WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST
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PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

12. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANT(S). (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

13. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE FOR THE AREA COMPRISED OF THE SPECIAL ASSISTANT(S)', S/S AND SENIOR STAFF OFFICES. IF THE SPECIAL ASSISTANT(S)' OFFICE IS LOCATED SEPARATE FROM THE OTHER OFFICES (I.E. GUEST QUARTERS ETC.) A SECOND MSG POST WILL BE NECESSARY.
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UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

14. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 12.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

F. UPON ARRIVAL AND UPON DEPARTURE, POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND

AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSI-
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FIED.

15. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

16. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. TWO VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

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17. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

18. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

19. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

20. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM CORRECTING SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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(IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMORANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

21. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

22. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

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(7) THE ADMINISTRATIVE OFFICERS ACCOMPANYING THE PARTY ARE MARY K. W. MAJORS AND WILLIAM E. SIMS. THEY SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. THE POST IS REQUESTED TO REPORT BACK TO S/S-EX ON OFFICE SET-UP AND OTHER REQUIREMENTS AS SOON AS POSSIBLE.

23. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. DUE TO THE LIMITED FACILITIES AT SFM IT IS REQUESTED THAT BOTH TEL AVIV AND CAIRO WORK CLOSELY WITH SFM IN PREPARING FOR VISIT, DECIDING MAKE-UP AND SPECIAL REQUIREMENTS OF RESPECTIVE DELEGATIONS AND ASSIST IN COORDINATION WITH UNEF FOR BUFFER ZONE VISIT.

D. EMBASSY TEL AVIV IS SPECIFICALLY REQUESTED TO ASSIST IN THE FOLLOWING:
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(1) LOCATING AND/OR FABRICATING AND TRANSPORTING TO SFM A ROUND CONFERENCE TABLE TO ACCOMMODATE 12-14 PERSONS. THIS CAN BE OF SIMPLE BUT STURDY PLYWOOD CONSTRUCTION, IN TWO SECTIONS COVERED WITH FELT.

(2) RENTAL AND TRANSPORT OF XEROX OR SIMILAR REPRODUCTION EQUIPMENT. COORDINATE CLOSELY WITH SFM ON VOLTAGE AND

CYCLE REQUIREMENTS. SFM OPERATES PRIMARILY ON

110V-60 CYCLES BUT MAY HAVE FACILITY FOR 220V IN COM
CENTER.

(3) COORDINATE WITH ISRAELI DELEGATION AND ARRANGE FOR
PREPARATION OF KOSHER MEALS IF REQUIRED AT SFM.

(4) ASSIST WITH SFM TRANSPORTATION AS REQUIRED. CHRISTOPHER
UNQUOTE CHRISTOPHER

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FOLLOWING REPEAT STATE 188775 ACTION CAIRO JERUSALEM
INFO SINAI JULY 26.

QUOTE: LIMITED OFFICIAL USE STATE 188775

E.O. 11652: DECONTROL 9/12/78

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
REQUIREMENTS

REF: STATE 188243

NOTE PARTICULARLY PARAGRAPHS 8 AND 23.

THE FOLLOWING ARE REVISED SECRETARIAT STAFF AND ADMINIS-
TRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF THE SECRE-
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TARY'S FORTHCOMING VISIT. PLEASE NOTE THAT THESE CONTAIN A NUMBER OF CHANGES FROM PREVIOUS INSTRUCTIONS WHICH THE EMBASSY IS REQUESTED TO EXERCISE CARE IN IDENTIFYING AND PLAN ACCORDINGLY. LOCAL CONDITIONS AND LENGTH OF STOP MAY NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

1. THE FOLLOWING DEFINITIONS ARE OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANT(S)' OFFICE - THIS IS THE OFFICE DIRECTLY SERVING THE SECRETARY CONSISTING USUALLY OF ONE OR TWO SPECIAL ASSISTANT(S) AND TWO SECRETARIES ALL OF WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, EACH COMPOSED OF ONE OFFICER AND ONE SECRETARY.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS RESPONSIBLE FOR ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT AND IS HEADED BY THE TRIP ADMINISTRATIVE OFFICER WHO TRAVELS ABOARD THE SECRETARY'S AIRCRAFT.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

2. SECRETARIAT PERSONNEL: TWO TEAMS OF SECRETARIAT PERSONNEL WILL ACCOMPANY THE SECRETARY ON HIS PLANE.
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THIS IS A CHANGE FROM OUR PREVIOUS PRACTICE, WHICH OFTEN INVOLVED THE SENDING OF ONE OR MORE S/S ADVANCE TEAMS TO POSTS ON THE SECRETARY'S ROUTE.

3. EMBASSY SUPPORT ROLE: POSTS ON THE SECRETARY'S ITINERARY WILL BE RESPONSIBLE FOR SETTING UP OFFICES FOR THE SECRETARY, S/S AND SENIOR STAFF, AS WELL AS PROVIDING FULL ADMINISTRATIVE, LOGISTICAL AND COMMUNICATIONS BACK-UP FOR THE VISIT, ESTABLISHING COURIER AND DUTY SECRETARY SCHEDULES, MAKING ADVANCE APPOINTMENTS FOR THE SECRETARY AND OTHER SENIOR MEMBERS OF HIS PARTY, AS WELL AS UNDERTAKING A VARIETY OF OTHER RESPONSIBILITIES WHICH WERE FORMERLY HANDLED BY THE S/S

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4. OF PARTICULAR IMPORTANCE IS THE SELECTION OF TWO MIDDLE-GRADE, SUBSTANTIVE OFFICERS TO MAN THE S/S OFFICE ON A FULL-TIME, 24-HOUR A DAY BASIS. THESE INDIVIDUALS EACH OF WHOM SHOULD HAVE A GOOD GRASP OF BOTH EMBASSY AND HOST GOVERNMENT PROCEDURES, MUST BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT. ONE OF THESE INDIVIDUALS MUST BE ON DUTY AT ALL TIMES, TO PERFORM LIAISON FUNCTIONS FOR S/S AND THE SECRETARY'S PARTY. THE TWO INDIVIDUALS SELECTED MUST BE PREPARED TO BE FULLY EMPLOYED FOR THE ENTIRE TWELVE HOURS OF THEIR PERIODS OF DUTY, DURING EACH DAY OF THE SECRETARY'S VISIT.

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MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

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B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

8. OFFICE SPACE/SLEEPING ACCOMMODATIONS

PER REFTEL PARAGRAPH 2, SINCE THE SECRETARY'S SCHEDULE FOR THE NIGHTS OF AUGUST 9, 10 AND 11 ARE ENTIRELY FLEXIBLE, HOTEL ARRANGEMENTS IN BOTH CAIRO AND JERUSALEM SHOULD BE MAINTAINED FOR THE DURATION OF THE MEETINGS. (I.E. JERUSALEM AUGUST 5 - 11; CAIRO AUGUST 7 - 11)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH

LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND EIGHT OR NINE (8-9) DOUBLE ROOMS TO BE USED AS OFFICES. THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL.

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ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

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A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANT(S)' BEDROOMS: ONE OR TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE.

B. SUPPORT OFFICES:

(1) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF ONE OR TWO OFFICERS AND TWO SECRETARIES. MINIMUM REQUIREMENTS:

- THREE DESKS OR WORKING TABLES

- TWO TYPEWRITERS AND TYPEWRITER STANDS

- DESK LAMPS

- OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(2) SECRETARIAT STAFF (S/S): A TOTAL OF TWO (2) CONNECTING DOUBLE ROOMS (OR THREE IF ROOMS ARE SMALL) CONVERTED INTO OFFICES.

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

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- DESK LAMPS

- TWO BEST AVAILABLE COPIERS (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(3) SENIOR STAFF OFFICE: ONE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES, FOUR TO SIX CHAIRS, SEVERAL TYPEWRITERS, OFFICE SUPPLIES, ETC.

(4) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANT(S)' OFFICE.

(5) HOLDING ROOM: ONE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(6) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/ RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

(7) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS OR HOTEL CONFERENCE ROOM ETC. SEE SEPTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

9. DESIRED ROOM/OFFICE CONFIGURATION

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THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS TO SET UP THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, THE SPECIAL ASSISTANT(S)' BEDROOM(S) ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM FOLLOWED BY THE SY COMMAND POST.

IN ONE CONTIGUOUS GROUPING SHOULD BE THE SPECIAL ASSISTANT(S)' OFFICE, THE SECRETARIAT OFFICE AND SENIOR STAFF OFFICE.

10. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR S/S; (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

11. GROUND TRANSPORTATION

THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION LIMITED OFFICIAL USE
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OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANT(S)' CAR IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANT(S) WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH

ADVANCE TEAMS.

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POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

12. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANT(S). (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

13. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE FOR THE AREA COMPRISED
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OF THE SPECIAL ASSISTANT(S)', S/S AND SENIOR STAFF OFFICES. IF THE SPECIAL ASSISTANT(S)' OFFICE IS LOCATED SEPARATE FROM THE OTHER OFFICES (I.E. GUEST QUARTERS ETC.) A SECOND MSG POST WILL BE NECESSARY.

UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY,

MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

14. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 12.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

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F. UPON ARRIVAL AND UPON DEPARTURE, POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND

AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

15. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

16. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES

WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. TWO VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL LIMITED OFFICIAL USE
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CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

17. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

18. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

19. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

20. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM CORRECTING SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE LIMITED OFFICIAL USE
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BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMORANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

21. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

22. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE

VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.
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(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICERS ACCOMPANYING THE PARTY ARE MARY K. W. MAJORS AND WILLIAM E. SIMS. THEY SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS

OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. THE POST IS REQUESTED TO REPORT BACK TO S/S-EX ON OFFICE SET-UP AND OTHER REQUIREMENTS AS SOON AS POSSIBLE.

23. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. DUE TO THE LIMITED FACILITIES AT SFM IT IS REQUESTED THAT BOTH TEL AVIV AND CAIRO WORK CLOSELY WITH SFM IN PREPARING FOR VISIT, DECIDING MAKE-UP AND SPECIAL REQUIREMENTS OF RESPECTIVE DELEGATIONS AND ASSIST IN COORDINATING LIMITED OFFICIAL USE
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TION WITH UNEF FOR BUFFER ZONE VISIT.

D. EMBASSY TEL AVIV IS SPECIFICALLY REQUESTED TO ASSIST IN THE FOLLOWING:

(1) LOCATING AND/OR FABRICATING AND TRANSPORTING TO SFM A ROUND CONFERENCE TABLE TO ACCOMMODATE 12-14 PERSONS. THIS CAN BE OF SIMPLE BUT STURDY PLYWOOD CONSTRUCTION, IN TWO SECTIONS COVERED WITH FELT.

(2) RENTAL AND TRANSPORT OF XEROX OR SIMILAR REPRODUCTION EQUIPMENT. COORDINATE CLOSELY WITH SFM ON VOLTAGE AND CYCLE REQUIREMENTS. SFM OPERATES PRIMARILY ON

110V-60 CYCLES BUT MAY HAVE FACILITY FOR 220V IN COM CENTER.

(3) COORDINATE WITH ISRAELI DELEGATION AND ARRANGE FOR PREPARATION OF KOSHER MEALS IF REQUIRED AT SFM.

(4) ASSIST WITH SFM TRANSPORTATION AS REQUIRED. CHRISTOPHER UNQUOTE CHRISTOPHER

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Message Attributes

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TAGS: OVIP, (VANCE, CYRUS R)
To: CAIRO JERUSALEM MULTIPLE
Type: TE
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